



United States Agency for International Development *Mission for Kosovo*

WORKPLAN STANDARD FORMAT

The purpose of the workplan is to allow the USAID implementer and the USAID Mission staff to reach an agreement of the expected “Targets” to be reached during the workplan year and the “Activities” to be conducted to achieve the “Targets”. The document should serve as an easy reference tool for both implementer and USAID staff to track progress through the workplan year. The primary purpose for creating a standard workplan format is to: 1) allow USAID to receive a standard format from all implementers; 2) reduce the burden for Implementers’ in developing future workplans; 3) allow the workplan to be an effective management tool for both implementer and USAID to tracking progress on achieving stated program goals and targets. The workplan should consist of three parts: 1) Cover Letter; 2) Matrix of Activities; 3) Narrative Annex. The following provides guidance for each section:

- I. **Cover Letter** - This section should be no more than one page. It should provide a brief background paragraph of the project (cut and past from proposal/SOW). If there were accomplishments achieved during the previous year under the project then a second paragraph should summarize those accomplishments. In writing the cover letter it should be understood that the USAID CTO is fully cognizant of the core documents for the project, E.g. SOW, proposal, and contract/cooperative agreement/grant. Therefore, the workplan is merely a management document that should reflect “Targets” and “Activities” stated in the core documents. There is no need to present the core documents again in the workplan. We do expect that a separate M&E Plan will be provided.
- II. **Matrix of Activities (See Attached Template and Sample)** - The majority of the effort should be spent developing this matrix. This is where the sequence of activities is presented in a way to clearly understand how the targets are expected to be accomplished within the workplan year. The workplan year will start with the month the agreement is signed with USAID.
- III. **Narrative Annex**– The narrative part of the workplan should be short and concise using bullet format as much as possible. In general it should not exceed four pages and could be shorter. The narrative annex should consist of two sections for each **Target** mentioned in the workplan:
 - A) Description of the approach for specific activities. Not all activities will require a description of approach for it may have been included in the core documents or the activity is descriptive enough on its own.
 - B) Assumptions and Risks. This should include the assumptions that were made to develop an activity and the possible risks of the activity not being able to achieve the stated target.

Standard Workplan Matrix Format

[illegible]

SAMPLE WORKPLAN MATRIX

TARGET	ACTIVITY	Jan	Feb	Mar	Apr	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.	Remarks
I. Transition to an Effective and Impartial Justice System	1. Contributing to Developing a Justice System Strategy													
	A. Coordinate with Others Entities Involved in Strategy Development (as required throughout the life of the project)	X	X	X	X	X	X	X	X	X	X	X	X	
	1. Coordinate with Pillar I	X	X	X	X	X	X	X	X	X	X	X	X	
	2. Coordinate with DFID strategy team	X	X	X	X	X	X	X	X	X	X	X	X	
	3. Coordinate with DJA	X	X	X	X	X	X	X	X	X	X	X	X	
	4. Incorporate the Recommendations of the MSI Evaluation Team in Forward Plan	X												
	5. Provide Technical Advise to the JSEG members	X	X	X	X	X								
	6. Promote dialog among Pillar I and JSEG in incorporating Zimmer Report findings into Justice System design			X	X	X	X							
	7. Develop position papers for USAID\USOP involvement in providing diplomatic support for key issues to ensure an impartial justice system			X		X		X		X				On an as needed basis